



Request for Replacement Testamur

Please indicate with "N/A" where questions are not applicable and tick boxes where appropriate. Please email the completed form to the Graduation Coordinator at fremantle.graduation@nd.edu.au or sydney.graduation@nd.edu.au depending on your campus.

The Statutory Declaration for Replacement Testamur, a copy of your birth certificate or passport and any other supporting evidence must be attached to this request. Confirmation of payment of the cost of the testamur must be attached to this request. Payment can be made by credit card by calling the Fees Office, 9433 0523. If you require a name change or your name appears incorrectly on your original testamur you must provide certified documentary evidence (eg certified copy of marriage certificate) of your corrected name.

STUDENT DETAILS

Student Identification Number

Date of birth / /

Title **Surname/Family name** **First name** **Second/Middle name**

Name on testamur

Testamur to be Collected (you will be notified when ready) Mailed to address below

Mailing address **Photo ID showing this address must be attached to this form.**

Number and street

Town/Suburb **State** **Postcode**

Contact Details

Telephone (home) **Telephone (work)**

Mobile **Email**

Name of conferred degree **Date conferred** / /

Please complete an **Authority to Collect Documents** form and submit this with this form if you require your agent to collect your testamur. **Photo ID** of either yourself or your agent is required to collect the testamur. Your agent must also have a copy of the Authority to Collect Documents form when collecting the testamur.

STUDENT DECLARATION

Checklist

- Attached confirmation of payment.
- Attached the Statutory Declaration for Replacement of Testamur and supporting evidence.
- Attached a coloured scan or image of your birth certificate, passport or driver's licence if appropriate.

Student signature **Date** / /

OFFICE USE ONLY

Date testamur ordered / /

Testamur reprint number

Date testamur mailed/collected / /

Registered post number

Student signature or agent if collected **Photo ID**

Privacy Statement The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: fremantle.registrar@nd.edu.au (for Broome / Fremantle students), or sydney.registrar@nd.edu.au (for Sydney students).

Statutory Declaration for Replacement Testamur

Student Identification Number

I
(full name)

of
(address)

do hereby solemnly and sincerely declare that the original testamur for the degree

Conferred on (Date of graduation ceremony) / /

- Was lost Destroyed Stolen Never received And is not in my possession

Circumstances associated with the loss, destruction or theft of testamur

I make this solemn declaration conscientiously believing the above to be true and by virtue of the provisions of the Oaths Act of 1900-1953 and the Statutory Declarations Act 1959-1966 and subject to the penalties provided by the Statutory Declarations Act for the making of false statements in statutory declarations.

by at / /
(signature of person making the declaration) (location)

in the presence of
(signature of authorised witness) (name of authorised witness and qualifications of such a witness)

This Declaration must be made before any of the following persons: Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary, Chemist, Chiropractor, Company Auditor or Liquidator, Court Officer (Judge, Magistrate, Registrar or Clerk), Defence Force Officer, Dentist, Doctor, Electorate Officer (State – WA only), Engineer, Industrial Organisation Secretary, Insurance Broker, Justice of the Peace (any State), Lawyer, Local Government CEO or Deputy CEO, Local Government Councillor, Loss Adjuster, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of Religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police Officer, Post Office Manager, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate Agent, Settlement Agent, Sheriff or Deputy Sheriff, Surveyor, Teacher, Tribunal Officer, Veterinary Surgeon
Or, Any person before whom, under the Statutory Declarations Act 1959 of the Commonwealth, a statutory declaration may be made.

However, documents that have been certified by an immediate relative or a person residing at the same address of the applicant will not be accepted.

IMPORTANT INFORMATION AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONER’S OF DECLARATIONS IN WESTERN AUSTRALIA.

Privacy Statement: The information provided in this form will be used for the purposes of and in relation to your enrolment at The University of Notre Dame Australia. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal interests of the student. The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases: a) when authorised in writing by the student to do so, and b) where required or authorised by law to government and regulatory authorities; credit reporting and fraud-checking agencies; or to your authorised representatives (e.g. legal representatives)